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DDI- _00252/86_

16 JAN 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert M. Gates
                 Deputy Director for Intelligence

SUBJECT: Paperwork Reduction

1.   You will recall that a study concerning paperwork
reduction was recently completed within the DI. It indicated
that much of the paperwork within the DI relates to forms
required for support from your Directorate. I suspect that steps
can be taken by your Offices to simplify required forms and thus
relieve the paperwork burden. Here are several specific
recommendations along those lines:

   (a)   Office of Personnel forms 1152 and 1152b could probably
         be combined because they are duplicative. (Form 1152
         is a Request for Personnel Action and Form 1152b is a
         Request for Personnel Action Supplement).

   (b)   Office of Finance forms 540 and 540b also appear to be
         good candidates to be combined; both forms are used for
         domestic travel.

   (c)   Information required by the Office of Training and
         Education for internal and external training on forms
         73 and 136 appears to be identical, except that the
         forms are used by separate components within OTE.
         Perhaps one form could do double duty.

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2.   A copy of the Paperwork Reduction Study is attached. I
would appreciate any action undertaken to relieve the paperwork
burden.

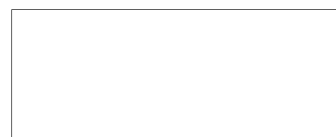25X1

Robert M. Gates

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Attachment:
  As stated

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SUBJECT: Paperwork Reduction

Distribution:
Original - Addressee
        1 - DDI
        1 - ADDI
        1 - DI Registry
        1 - D/MPS
        1 - C/MPS/RPMC
        2 - C/MPS/RPMC/Plans Group
        1 - ⬚⬚⬚⬚⬚⬚/Plans Officer   25X1
        1 - DI/MPS/RPMC/Chrono File
DI/MPS/RPMC⬚⬚⬚⬚⬚⬚⬚ (13 Jan 86)   25X1

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11 October 1985

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT: Paperwork Reduction

We have reviewed the DI components' responses to our questionnaire on the preparation of forms and reports within the DI. (Many reports are forms, so the terms are interchangeable.) The number of forms is indeed substantial; 138 DI forms and 135 non-DI forms were identified and reviewed. So, DI people have a legitimate complaint.

Most of the paperwork burden is related to DA requirements. After that, and in declining order, are CPAS production requirements, OCR document and publication procurement, and other individual DI component requirements.

We cannot get rid of all forms; they are a major records source and provide a basis for action by personnel or document an action. Reports are also the basis for formulating policy, controlling or improving operations, managing the budget and evaluating performance. But, the number of hours spent completing paperwork is clearly excessive.

To deal with the burden, we found that DI offices have eliminated 56 forms and reports through automation, reorganization, or no longer requiring some kinds of information. Attachment 1 is a list of the forms eliminated or automated, along with an estimate of the time required to prepare each of them. Most elimination of paper has been done by automating the form. Examples of this are DIPMIS and its successor PRO, the Contract Project Request, Applicant Tracking, and Travel Projections. In addition, CPAS, CRES, and OCR have eliminated a number of forms that imposed burdens on the DI as a whole, and you/we eliminated several production tracking reports.

Automation

Current DI forms probably cannot be reduced much further, but automation offers relief from the workload involved. Automation also promises to eliminate the need for a number of non-DI forms, and we have found a number of DA-imposed requirements that we think can be eliminated.

Within the DI: OCR is currently reviewing its forms with consolidation and future automation in mind. OCR currently has the OCRSERV model within AIM which allows one to order books, periodicals, documents, and maps electronically. Some of the other offices suggested that OCR's form 1395 and 2816 be put on AIM -- an indication that OCRSERV is not well-known in the DI as it should be. OCR has begun to publish OCR News to make DI employees aware of the services offered by OCR; you could reinforce OCR by referring to OCR News in your newsletter.

There are other Directorate-wide automation efforts which will impact on the significant number of hours currently devoted to

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paperwork requirements in the personnel and travel area.

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Within the DA: the Office of Logistics is developing the Logistics Integrated Management System (LIMS) which will automate procurement, payment, management and control of stock and eliminate a great deal of logistics paperwork requirements. This system was to use GIMS software and was to have been operational in February 1985, but it has run into trouble. We cannot forecast when LIMS will be available; the Office of Logistics is currently looking for alternative software to gain OIT support for this system. It is, however, coming.

MPS Recommendations

Within the DI: the Offices made the many suggestions about DI forms, and we think many can be implemented. For example,

    a) Combine three forms CPAS requires for
       hardback publications:

          - Checklist for DDI Publications
          - Request for Dissem List
          - Selected Reports of DI

CPAS maintains that they cannot be combined. We think at least one could be eliminated by judicious combinations of requirements. The Checklist is used by the Publications Center in CPAS for input to the MIS database which keeps track of each publication's status. This form could be revised, however, since some information requested is no longer required. The Dissem List comes early in the publication cycle. Information provided in this form goes into the CPAS PARDS

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system and determines the publication distribution list. This form has been updated recently. Selected Reports of the Directorate of Intelligence is the input for the weekly publication to alert consumers to the availability of DI hardbacks published during the previous week.

      b)   Combine OCR's Form 2712/Record subscription
          order and Form 2709.

OCR was contacted on this suggestion. Current automation plans within OCR call for the development and installation of a new library automation system within the next 15-18 months. This new system is intended to provide bibliographic, ordering, and receipt information for all publications -- serials, monographs, annuals, and diplomatic lists, thus removing the need for the manual records currently being maintained for serial and annual titles (forms 2709, 2712, and 2708). With the installation of this system OCR will merge forms 2709 and 2712 into one master record for 6-12 months (until reliability of the system is proven). Eventually, all manual records will be destroyed and record keeping will be handled on the system.

   Within the DA: based on DI Office comments on DA forms, we would recommend the following:

      a)   Office of Personnel combine forms 1152 and 1152b
          because they are duplicative. Form 1152 is a
          Request for Personnel Action and Form 1152b is
          a Request for Personnel Action Supplement.

This recommendation was discussed with the Office of Personnel, which plans to do away with Form 1152 and rely on the computer record. In the meantime, the Office of Personnel will look into doing away with the Form 1152b, which is not retained for record purposes.

      b)   Office of Finance combine forms 540 and 540b;
          Both forms are used for domestic travel.

The Office of Finance was asked to comment on this suggestion. They have no problem with this suggestion and would probably combine the forms if asked.

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d) Office of Training and Education combine
   Forms 73 and 136 used for internal and
   external training.

The Office of Training and Education was asked to comment on this
suggestion. It was their position that these two forms could not be
consolidated. The Office of Training and Education is divided
functionally between external and internal training. OTE said,
however, that Form 73 is currently in the design and test phase of
automation. Again, we think you should make a formal proposal to
Harry that the forms be combined; OTE is imposing their organizational
structure on the rest of the Agency for no apparent reason.

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Helene L. Boatner
Director, Management, Planning and Services

Attachment:
  As Stated

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OFFICE	FORM/REPORT	HRS/MINS TO PREPARE		COMMENT

CPAS

	FORM/REPORT	HRS	MINS	COMMENT
	NIC Pubs Dissem - (monthly)	2		automated
	Pubs Dissem Report (monthly)	2		automated
	Form 3619			eliminated
	NIC Branch Activity Report (monthly)	2		eliminated
	Form 2358 Review Record - OER - Sanitization			eliminated
	Form 3931 Analyst Activity and Time Record			eliminated
	Form 3669 Cartomation Processing Request			eliminated
	Form 3620A CIA Ops Center Event Log			eliminated
	Form 3639 Leave Information			eliminated
	Form 3246 Massager Phase 4 Ops on Series			eliminated
	Resources Status (monthly)	1		automated
	Form 3623 NID and NID LDX Receipt			eliminated
	Form 3595B NID Draft Format			eliminated
	NIO Projects (daily)	2		eliminated/replaced
	Publications File Folder		10	eliminated/replaced
	Form 4180 Official contract Form			eliminated
	Form 296 Record of Request			eliminated
	Form 3776 Reproduction Requisition			eliminated
	Form 416 Request for Reproduction Worksheet			eliminated

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CRES

	FORM/REPORT	HRS	MINS	COMMENT
	Group Actions Report (bi-weekly)	4-6		eliminated
	Form 3492 Publications Source Survey (daily)		6	eliminated

EURA

	FORM/REPORT	HRS	MINS	COMMENT
	PES Quarterly Report	8-10		eliminated
	Applicant Report (monthly)	16		automated
	PPI Report (weekly)	1		automated
	Applicant Tracking (ad hoc)		10	automated

MPS

	FORM/REPORT	HRS	MINS	COMMENT
	PES Research Program (quarterly)			AIM
	PES Report (monthly)			AIM
	Contract Project Request (quarterly)			automated

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NESA

Div Prod   10   DIPMIS

OCR

Correspondence Statistics	1		eliminated
FBIS Tape request record (daily)		5	eliminated
MIS Statistics (daily)			eliminated
Publications Count by Office (monthly)	1	30	automated
Publications Count by Type (monthly)	1		eliminated
Purchase Order Formats		15	eliminated/merged
DSL 736 Operations Memorandum (ad hoc)		5	eliminated
Form 4013 FOIA/PA Processing Control Card		3	eliminated
Form 3180 Film Videotape Processing Record		3	eliminated
Form 1332 Daily Shipment Checklist		3	eliminated

OEA

PES Production Report (quarterly)   4   eliminated

OGI

CPAS Prod Form   eliminated/replaced
Old OGI Production Form (ad hoc)   DIPMIS
Form 1395 for Books Periodicals   automated

OIA

Form 2 OIA Research Activities   99   eliminated
  (semi-annual)
Travel Projections of DI (annual)   24   automated

OSWR

Outline for OSWR Production (ad hoc)   3   eliminated
Study Plans for OSWR Production (ad hoc)   3   eliminated

SOVA

DIPMIS   AIM
Calculation Work Sheet   eliminated
Milestone Report of Old Pa Div Production   6   eliminated
  (monthly)
DivProd Report of Old CSD Production   2   DIPMIS
Form 2816 Document Request (ad hoc)   AIM
LDX Transmittal (ad hoc)   eliminated
Printing Requisition   eliminated
Visit Request (ad hoc)   10   AIM